

MATERIALS SELECTION POLICY

(Revised Policy Approved by the Trustees of the G.A.R. Memorial Library – 9/14/16)

Objectives of the Library

The G.A.R. Memorial Library of West Newbury strives to fulfill the informational, educational, and recreational needs of its users by providing quality materials.

Responsibility for Book Selection

The Board of Library Trustees considers and adopts a Materials Development Policy, which it authorizes the Library Director to administer. The Director designates staff to make purchasing decisions subject to the Director's approval. The Director allocates the materials budget annually.

It is the function of librarians to select and to withdraw library materials. They are qualified through training and experience; however they must of necessity work within limitations of space and budget. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the GAR Memorial welcomes suggestions from patrons. Librarians, however, are responsible for assessing the needs of their collection and their community, and they make the final choices.

Scope of the Collection

The library provides materials that reflect the diverse educational, information, and recreational needs of its users. In so doing, the library provides access to content through print, multimedia and technology. The library recognizes that content and medium should be suitably matched, and that library patrons have different learning styles and preferences for how they receive information. Therefore, materials are provided in a variety of formats, including, when appropriate:

- * Print – such as hard covers, paperbacks, magazines, and newspapers
- * Non-print – such as audio and video formats
- * Digital resources – such as on-line databases; digital books, recordings, and images; software programs; and the Internet.
- * Downloadable ebooks, audiobooks, and videos – such as the collection made available to our patrons by virtue of our membership in MVLC. These items are provided for the use of patrons who have access to a playing device with the ability to install a software management console and then download the borrowed item. Although significant expansion in compatibility has been made, some downloadable content is not universally compatible with personal playing devices.

Criteria for Selection

Librarians exercise judgment, experience, and expertise in the application of the following criteria, making acquisition decisions as objectively as possible. Evaluation of a work includes the entire work, not just individual parts of the work. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances.

Contextual considerations – budget and space availability, interlibrary loan availability – also shape the selection process.

The library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- * Local demand
- * Current usefulness or interest
- * Authority and accuracy
- * Relevance to the existing collection's strengths and weaknesses
- * Price and availability
- * Format, durability, and ease of use
- * Suitability of format for subject and user's needs
- * Recommendations from library users and general public

Book Selection for Children and Young Adults

The Children's collection is targeted to children birth through age 11 and must meet similar criteria as all other materials selected for the Library's collections. Special effort is made to continually update the collection and to remove or "weed" worn and outdated materials. In recommending materials for the children's collection, careful consideration is given to each new title, and every new edition is treated as new. Literary quality, good design and format, and illustration are important criteria in this evaluation as are accuracy, relevance, and appropriateness for the intended audience. Materials should exhibit no stereotypical attitudes, although new editions of classics and some titles which reflect the beliefs of other times or other cultures may be acceptable. Classroom textbooks and readers are not considered appropriate for the collection and are not generally purchased. The Library does attempt to provide supplementary materials to enrich the resources available to students and teachers.

The Children's collection strives to provide children with the library materials necessary to aid their personal and educational development. Some items may be included that are not considered appropriate by all adults for all children. While some materials may be too mature for one child, other children may be ready for them. Only the child and his or her parents can decide what materials shall be used by that child, and neither the Library staff nor other Library users shall make these decisions for other people's children.

The Young Adult Collection has a collection targeted to the educational, recreational, and personal growth of patrons between the ages of 11 and 20. Secondary users of the collection may not fit within the age range of targeted patrons but use the collection for recreational reading or as a method to connect with younger generations. The library acquires materials for this collection in various forms, the bulk of the collection consists of fiction and non-fiction books that have been recommended for purchase in one or more of the standard reviewing media, have been included in the prepared booklists from the American Library Association, or suggested for purchase at a professional meeting. Other materials include electronic books (eBooks), periodicals, books on CD, playaways, and launchpads. The focus of this collection is not only provide a bridge between the children's and adult collections but to reflect a variety of viewpoints, provide information on various sides of sensitive issues, exemplify a range of genres and literary styles, offer materials spanning a wide scope of reading levels and maturity levels, and to encourage the love of reading.

Reconsideration of Library Materials

The Library is willing to re-examine its position on any item in the Library's collections. Library patrons may request reconsideration of library materials. A procedure is established to consider objections to materials owned by the Library. No item is to be removed or restricted because of a complaint except in accordance with this procedure.

The West Newbury Library subscribes to the principles of intellectual freedom as stated in "The Library Bill of Rights," "Freedom to Read," (appended) and their interpretations issued by the American Library Association. Included in these statements is the commitment to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views. Accordingly, library staff provides equal service to all library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections. Limitations to be placed upon the reading and viewing materials of young people are left to the discretion of the parents.

Gifts

Gifts of books and other materials in good condition are welcomed by the library, however, material is accepted with the understanding that they may be used or disposed of as the library sees fit. Donated material will be checked to see if it meets the Library's criteria for selection and if it helps maintain the Library's need for balance on matters of opinion. Sincere proponents of various causes or beliefs may offer the Library materials espousing their special viewpoints. The Library can utilize only a small proportion of such material. The Library cannot make cash assessments of donations, nor does it assume the responsibility of returning any items to donors not added to the Library collection.

Maintaining the Collection

The same criteria will be used in "weeding" books from the collection as are used in the acquisition of books. In order to maintain the collection in its most attractive and useful condition, the Librarian will use judgment in removing from the collection those materials which are no longer useful, or are not in a condition suitable for circulation. The Librarian will refurbish by repair or rebinding books that are in a deteriorating condition, whenever appropriate. Books no longer currently useful to the Library may be given to other libraries or sold for the benefit of the library.

Appended:

Freedom to Read:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Library Bill of Rights:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>